

**INSTITUTIONAL EFFECTIVENESS COMMITTEE**  
**MEETING MINUTES**  
**September 3, 2014**  
**E-meeting via email**

**Attendees:** Dr. Andrew Luna, Dr. Mark Foster, Dr. Celia Reynolds, Dr. Vicky Hulsey, Ms. Melissa Medlin, Ms. Melissa Thornton; Dr. David Shields, Dr. Gregory Carnes

**E-Meeting**

Dr. Luna sent an email on September 3, 2014 in regards to IE items that needed to be discussed. The email was sent to the above attendees.

**5 Year Reports**

Dr. Luna recommended that the committee look over the two reports (one for academic and one for non-academic) and make revisions if needed. There was no response concerning changes. Dr. Celia Reynolds made a motion to accept the five-year report documents as written. There was no second. This item will be followed up at the next meeting.

**Annual Report System**

Dr. Luna updated the committee that the new site was uploaded to the OIRPA website for review. Several issues were found in the new system thus it is being edited and reviewed. The old site has been temporarily removed in order to install the new site. Once the new site is fully functional, the old data will be made accessible to the committee. Once the site is fully functional, training will be initiated. A "New Comer's" workshop might be set up in order to discuss both the system as well as our institutional effectiveness process for those who are responsible for completing the Annual Report but are new to the system. The current deadline for chairs and directors is September 15 with vice president's being October 15, however it looks like this date will need to be moved forward a month.

**Announcements**

The next meeting will be Tuesday, September 14, 2014 at 12:30 in the Commons Conference Room.

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Recording Secretary

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Date